

DONALD N. MARTIN AND COMPANY

630 FIFTH AVE

NEW YORK 20, N. Y.

CIRCLE 6-8720

FILED
AUG 30 1961
Registration Section
DEPARTMENT OF JUSTICE

June 30, 1961

REGISTRATION No. 1381

Mrs. Roberta T. Doelger, Chairman
European Travel Commission
630 Fifth Avenue
New York 20, New York

Re: Agreement for public relations services

Dear Mrs. Doelger:

This will confirm the agreement between us for the continuation of our services as your public relations counsel for the period from July 1, 1961 to June 30, 1962.

We shall continue to render you the public relations services as set forth in Paragraph 2 of our agreement of April 26, 1960. We shall provide the services of Mr. Donald N. Martin to direct the public relations program and such services shall require a substantial part of Mr. Martin's time on a non-exclusive basis, it being understood that neither we nor Mr. Martin shall act as a public relations counsel for any National Tourist Office during the term of this agreement. We shall also provide experienced personnel for the writing of publicity articles and releases, for placement of articles in newspapers and magazines, for arranging and writing publicity for radio and television, for handling publicity and promotion of films and exhibits, and for writing promotional letters and bulletins.

Our fee for such services for the period July 1, 1961 to June 30, 1962 shall amount to the sum of \$48,000.00 payable to us in monthly installments of \$4,000.00 on the first day of each month, in advance, beginning July 1, 1961. The fee represents an increase which will enable us to provide a larger compensation for a writer, increases to other personnel, and for overhead costs including additional secretarial and clerical services as necessary to carry out the regular public relations program.

In accordance with the public relations budget agreed upon between us, you will make available, in addition to and separate from our fee, an amount of \$39,000.00 for the operating costs, production, special services and out-of-pocket expenses. As provided for under our prior agreement, we shall add 17.6% (to produce a 15% mark-up) to our cost on special items such as art work, printing, photography, mailings, mat services, mass script services, film productions and special presentations, to recover out-of-pocket outlays not included in setting our fee. Bills

Mrs. Manolita T. Doelger, Chairman
Re: Agreement for public relations services

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to cover operating costs, production, special services and out-of-pocket expenses will be rendered you on or before the 10th day of each month and such bills shall be payable upon presentation.

While local telephone service is included in our fee, it is understood that long distance telephone calls and cables will be billed as part of our out-of-pocket expenses.

In the event of the death or permanent physical incapacity of Donald N. Martin then you may terminate this agreement on not less than 60 days written notice and you shall pay all sums accruing to the date of termination.

We shall review the matter of further renewal or extension of our agreement on mutually satisfactory terms in or about the month of April, 1962.

Should the name of our company be changed or should the form of doing business be changed (such as a partnership or a corporation) then this agreement shall continue with our successor provided that Donald N. Martin is the principal owner and active head of the business.

It is understood that Mrs. Doelger in signing this letter does not assume any personal responsibility or obligation but the payments provided shall be made by the travel organizations constituting the European Travel Commission.

Our respective signatures hereto will make the above the renewal agreement between us.

Sincerely,

DONALD N. MARTIN AND COMPANY

By Donald N. Martin

Consented and agreed to:

EUROPEAN TRAVEL COMMISSION

By Manolita T. Doelger
Mrs. Manolita T. Doelger
Chairman

DONALD N. MARTIN AND COMPANY

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REGISTRATION No. 1381

Mrs. ~~Martha~~ T. Doelger, Chairman
European Travel Commission
630 Fifth Avenue
New York 20, New York

Re: Agreement for Administrative Services

Dear Mrs. Doelger:

This will confirm our agreement for the continuation of our services to handle the administrative functions of the European Travel Commission for the period July 1, 1961 to June 30, 1962.

This letter does not relate to our public relations services, which are the subject of a separate letter agreement between us.

We shall continue to provide the services of Mr. Donald N. Martin as Executive Director, with the same responsibilities as outlined in paragraph (1) of our agreement of April 26, 1960, except that his services shall not be on an exclusive basis. Mr. Martin will be allowed one month's vacation and during his absence we will make suitable arrangements for carrying on his work.

In addition to Mr. Martin's personal services, we shall provide the services of an administrative assistant to be compensated at \$100 per week until December 31, and thereafter at \$105.00 per week, and a full-time stenographer at \$85.00 per week, and the necessary office facilities for the performance of the administrative functions.

You agree to pay us the amounts necessary to cover administrative costs for the period of this agreement.

For the term of this agreement the compensation for Mr. Martin's services as Executive Director shall be the same, namely \$7,200.00.

Fixed costs will be billed by us to you on or before the 20th day of each month, payable on the first day of the following month, the intention hereof being that fixed costs shall be paid on the first day of each month in advance, beginning with the month of July, 1961. The other expenses, such as operating costs, production and out-of-pocket expenses, shall be billed by us to you by the 10th day of each month and shall be payable upon presentation.

Mrs. Manolita T. Doelger
Re: Agreement for Administrative Services

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In the event of death or permanent physical incapacity of Mr. Martin, then you may terminate this agreement on not less than 60 days written notice and you shall pay all sums accruing to the date of termination.

We shall review the renewal and extension of this agreement on mutually satisfactory terms about April 1962 with respect to the period beyond June 30, 1962.

Should the name of our company be changed or should the form of doing business be changed (such as a partnership or a corporation) then this agreement shall continue with our successor provided that Donald N. Martin is the principal owner and active head of the business.

It is understood that Mrs. Doelger in signing this letter does not assume any personal responsibility or obligation, but the payments provided for shall be made by the travel organizations constituting the European Travel Commission.

Sincerely,

DONALD N. MARTIN AND COMPANY

By Donald N. Martin

Consented and Agreed to:

EUROPEAN TRAVEL COMMISSION

By Manolita T. Doelger
Mrs. Manolita T. Doelger,
Chairman